



## PTA Funds Request and Reimbursement Form

Please complete this form and submit to the PTA President.

Reimbursement and requests will be handled by the end of the next meeting.  
Dates of the meetings can be found on our website at  
[www.berthoudelementary.com/pta](http://www.berthoudelementary.com/pta).

Is this a: \_\_\_\_\_ reimbursement for money spent (attach receipts) OR  
\_\_\_\_\_ request for future payment

Amount Requested: \$ \_\_\_\_\_

Reason for the request: \_\_\_\_\_

If request is for a future payment, when will the funds be required? \_\_\_\_\_

Will this request be a: \_\_\_\_\_ one time expense OR  
\_\_\_\_\_ recurring expense in future years?

Person submitting request: \_\_\_\_\_

Phone number to be reached at: \_\_\_\_\_

Date Submitted: \_\_\_\_\_

PTA President Signature: \_\_\_\_\_

\*\*\*\*\* Do not complete below this line – For PTA Use Only \*\*\*\*\*

Approved by PTA: \_\_\_\_ yes \_\_\_\_ no Date \_\_\_\_\_

If no, reason why request was denied: \_\_\_\_\_

\_\_\_\_\_